



## CDDEM Resilience Fund project application form

### Application for CDDEM Resilience Collaborative fund approval

Project title	Group Trainer
Date of application	28 July 2014
<b>Details on application</b>	
Lead local authority	Nelson City Council
CDDEM Group	The Nelson Tasman CDDEM Group.
Other local authorities or Groups supporting the proposal	This is a joint application made on behalf of the Nelson Tasman, Marlborough and West Coast CDDEM Groups. This proposal is also supported by the Buller, Grey and Westland District Councils.

#### Project description

This proposal seeks commitment to a three year allocation to provide a Trainer for the Nelson Tasman, Marlborough and West Coast CDDEM Groups.

The three CDDEM Groups recognise that trained staff are their most valuable resource and they wish to meet their obligations under the CDDEM Act 2002 to "provide...suitably trained personnel" (s.17(1)(b)). Yet each of the CDDEM Groups faces the challenge of being able to deliver this output effectively. Currently training is delivered by existing staff in the three CDDEM Groups, and the CDDEM Groups have also been fortunate to have had a shared EMIS Trainer for the past three years via the Resilience Fund. However, none of the CDDEM Groups has a dedicated Trainer and the shared EMIS Trainer role will conclude 30 June 2015. Based on debriefs from events and exercises, each of the CDDEM Groups is of the view that training delivery needs to be more effective and that this would contribute significantly to better outcomes across the four Rs.

Moreover the CDDEM professional development environment is evolving quickly, with new materials being developed for EOC staff (the Integrated Training Framework (ITF)), Controllers, the Coordinated Incident Management Systems (CIMS), an ongoing need to support training in EMIS, and significant changes in the Welfare space.

A particular issue that this new position will help to address is the need to better integrate the new materials being developed. For example, our staff currently receive separate training on EOC doctrine and EMIS. These two areas need to be better integrated for staff from small Councils who have limited time available for training.

This position will be able to support other CDDEM trainers nationally and provide strategic support to the discussion on, and development of, materials related to sector-wide professional development.

Having this person represent three CDDEM Groups will ensure a good representation within a single position, and ensure that the learnings established at the national level are effectively communicated in our CDDEM Groups. It also provides a consistency of training between the three Groups which helps when staff assist in other EOC/ECCs during events.

The role will be of value to all three CDDEM Groups, but will play a particularly valuable role in supporting the start up of the new CDDEM Group Controller on the West Coast.

The three CDDEM Groups make up some of the smallest and least well resourced of the CDDEM Groups in NZ. This project would represent a cost effective way of delivering consistent training outcomes across a large part of the South Island.

This proposal is for a person on a fixed term contract of 40 hours per week to deliver training for the three CDEM Groups. It is proposed that the position will be based with and managed from the Nelson Tasman CDEM Group in Richmond as this is the most central location, but the Trainer would need to travel frequently to other areas.

**Problem/opportunity**

There are significant changes underway to the professional development requirement of staff working in the CDEM sector:

1. The new **Integrated Training Framework (ITF)** is being developed and rolled out to CDEM Groups. This package delivers the latest iteration of EOC training for CDEM personnel and builds in lessons from recent emergencies in Canterbury and elsewhere.
  2. A review of the **Coordinated Incident Management System (CIMS)** has been completed and training materials are now in development. CIMS will need to be understood and utilised by EOC staff as part of the ITF package.
  3. The **Emergency Management Information System (EMIS)** is now established but the following is needed in the future: (a) better integration with the ITF (EOC) training package; (b) constant refreshment, given annual turnover of staff; and (c) preparation for and development of an expected "Version 2", as signalled by MCDDEM. A particular concern with EMIS is that it is not yet well integrated with ITF (EOC) training, and the Trainer would be expected to look at ways to align these areas.
  4. The professional development requirement of **Controllers** has been formalised and increased nationally. Given the number of Controllers utilised in the three CDEM Groups (10 in Nelson Tasman, 5 in Marlborough and 10 (with new appointments still to be made) on the West Coast), there is a role to play for this Trainer in supporting on-going Controller development. For example, through supporting pre- and post- course work that Controllers will need to undertake for their week-long Controller's course; and organising an annual local Controller's Forum.
  5. In the **Welfare** space, there are significant changes underway with leadership responsibilities moving back to Councils at the regional and local level. This role will assist in identifying what training gaps exist and assist with it delivery of training.
- This funding bid seeks a contracted staff member to deliver the following outputs:
- For each of the three CDEM Groups, assist the Manager of the CDEM Group in undertaking a training needs assessment;
  - For each of the three CDEM Groups, develop an annual training plan for the CDEM Group;
  - Deliver regular training to EOC/ECC staff across the three CDEM Groups and, if resources permit, also to agency partners;
  - Work closely with CDEM Group staff to develop localised training;
  - Assist CDEM staff in the development and delivery of exercises;
  - Assist during responses to events, supporting staff in the EOC/ECC;
  - Liaise with MCDDEM and CDEM Group staff from other regions involved in developing the ITF, Controller training, EMIS, CIMS and Welfare training, in order to develop best practice approaches and solve problems;
  - Investigate the alignment and implementation of EMIS with ITF and development of training materials;
  - Bring the perspective of "small CDEM Groups" to national discussions on professional development and training.

**Alignment with identified goals and objectives**

The application reflects the goals and objectives of the three CDEM Groups, who all aspire to

building resilient and safer regions.

This proposal aligns closely with the following National CDEM Strategy Goals:

*Goal 3: Enhancing NZ's capability to manage civil defence emergencies;*

*3a Promoting continuing and coordinated professional development in CDEM;*

*3b & 3c Enhancing the ability of emergency services and CDEM Groups to prepare for and manage civil defence emergencies; and*

*3f Improving the ability of government to manage an event of national significance;*

*Goal 4: Enhancing NZ's capability to recover from civil defence emergencies -*

*4b Enhancing the ability of agencies to manage the recovery process.*

This proposal aligns with the **Capability Assessment Reports** undertaken by MCDEM for each of the three CDEM Groups as follows:

- **Nelson Tasman:** MCDEM recommended that a strategy and resourcing be developed to ensure training in Welfare, recovery and EMIS.
- **Marlborough:** MCDEM recommended the Coordinating Executive Group carry out a thorough Development Needs Analysis which will assist in targeting training, courses and exercising to the areas of greatest need. This included EMIS, Welfare and Recovery.
- **West Coast:** MCDEM recommended that the West Coast Group consider how training could best be coordinated across the region and how its delivery could be optimised. A professional development framework was also recommended to provide targeted response delivery outcomes including EMIS and EOC function training.

This application also aligns with the priorities as set by the CEG Chairs (November 2013) for Resilience Fund proposals as follows:

1. It will deliver outcomes to improve the capability of the three CDEM Groups in line with the capability assessment reports;
2. It will provide a mechanism to roll out the ITF across the three CDEM Groups, as well as enhancing the development of it through integrating the function of EMIS within the ITF; and
3. The development of training material on how to link EMIS and the ITF has national applicability and can be applied across all CDEM Groups.

Dissemination of benefits to sector

This proposal would deliver the following benefits to the wider sector:

- Sharing of resource to assist the development of national standards and best practice in the areas such as the Integrated Training Framework (ITF), EMIS development and materials to assist with aligning the ITF and EMIS, CIMS training materials, Controller professional development, and Welfare training.
- There is potential to assist other CDEM Groups to develop their training capacity as well as sharing with them best practice;
- This would also support the Ministry of CDEM through providing additional resource to contribute to the development of ideas and resources.

Project manager		Roger Ball, Manager, Nelson Tasman Emergency Management.
Other project members		The CDEM Group Emergency Managers of Marlborough and West Coast.
External providers/contractors		Nil
<b>Deliverables</b>		

Milestone	Date for completion	Cost
Finalise job description and commence recruitment	March 2015	
Employee commences work	July 2015	
Develop initial work programme for the 2015/16 financial year	July 2015	
Initial visits to West Coast and Marlborough	August 2015	
Assist each CDEM Group in undertaking a training needs assessment	October 2015	
Develop training programme for each CDEM Group.	November 2015	
Development of materials, exercises, additional user guides. Delivery of training programme. Contribute to sector development (ITF, EMIS user group etc). Professional development.	June 2016	

**Identified risks**

Risk	Suggested management
1. Trainer leaves during the financial year	a) Use existing staff to keep the project going until a new person can be recruited
2. Expectations for the role are too high	b) Regular contact between CDEM Group managers to ensure work programme is agreed and is realistic.

**Funding request and use**

CDEM resilience fund contribution	\$114,281
Local authority contribution	The Nelson Tasman CDEM Group will provide office space and management oversight. The Administering Authority of the Nelson Tasman CDEM Group is Nelson City Council.
Other sources of funding	In addition, equipment purchased for the previous EMIS Trainer is available for this position including a vehicle (Holden Barina), desk, laptop and phone.

Expenditure	<table border="1"> <thead> <tr> <th>Item</th> <th>Cost per annum</th> </tr> </thead> <tbody> <tr> <td>Remuneration and ACC</td> <td>\$67,558</td> </tr> <tr> <td>Vehicle – running costs, insurance, depreciation</td> <td>\$7,000</td> </tr> <tr> <td>Accommodation and Travel</td> <td>\$5,000</td> </tr> <tr> <td>Resource Development</td> <td>\$5,000</td> </tr> </tbody> </table>	Item	Cost per annum	Remuneration and ACC	\$67,558	Vehicle – running costs, insurance, depreciation	\$7,000	Accommodation and Travel	\$5,000	Resource Development	\$5,000
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Professional development	\$1,500
Uniform, PPE and misc	\$1,200
Administering Authority Fee (eg, cover corporate support incl IT, administrative, office charges and HR functions – 40% of base remuneration)	\$27,023
<b>Total (per annum)</b>	<b>\$114,281</b>

**Application confirmation**

Approval of Chief Executive,  
Administering Authority



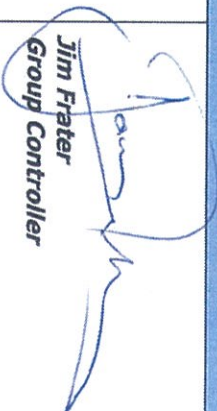
**Clare Hadley**  
**Chief Executive Officer**  
**Nelson City Council**

**CDEM Group comment**

Approval of CDEM Group Controller

Comment

I support this application for the above funding. This has been prepared in consultation with the three CDEM Groups and reflects their agreed position.



**Jim Frater**  
**Group Controller**

Approval of Coordinating Executive  
Group Chair (Nelson Tasman)



**Lindsay McKenzie**  
**Chief Executive Officer**  
**Tasman District Council**